

York County Job Description

Job Title: Fiscal Officer

Revision Date: 07/05/13

Full time ☐ **Part time** ☐ **PRN** ☒

Hours of Work: As Needed

Hours per week: approx. 20

Shift: Day

Department No: 25

Department Name: Human Services

Reports to (title only): Assistant Director

To be completed by the Human Resources Department:

FLSA Status: ☐ Exempt ☐ Non-Exempt

Classification:

Grade Level:

POSITION SUMMARY

The primary purpose of this part-time administrative position is to provide comprehensive fiscal management to the York County Human Services Department or other Human Services Division Programs. The Fiscal Officer performs duties that include the development and maintenance of an overall accounting structure for the department as well as analyzing all fiscal data elements in accordance with federal, state, and county regulations.

ESSENTIAL REQUIREMENTS

- Bachelors Degree in Accounting or related field or equivalent training which may have been acquired through comprehensive experience over a period of no less than five years
- Experience in data collection and analysis
- Must possess knowledge of the principles of governmental accounting, statistical reporting, and public administration
- The ability to design and implement sound fiscal operational procedures based on acceptable accounting procedures
- Ability to analyze and draw conclusions from fiscal data
- Proficient with Microsoft Word and Excel

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare all budgets and supporting documentation with updates for each funding source in accordance with governmental accounting principles, including County operational budget.
- Establish and maintain a billing and accounts payable structure and develop the necessary operational policies and procedures related to the implementation of that structure.
- Organize, manage, and maintain official files for day-to-day fiscal activities.
- Provide fiscal reports and analysis as needed.
- Review and analyze provider budgets, advise Administration regarding significant activity or changes in income and expenditures, or anticipated changes that may impact the Human Services approved budget or level or quality of services.
- Collect and maintain necessary data for reporting and document any fiscal compliance issues.
- Prepare all federal, state, and county fiscal reports and maintain necessary statistical data to support reporting and audit requirements.
- Provide technical assistance to providers with respect to fiscal requirements.
- Facilitate staff interdepartmental/interagency meetings or task forces as assigned.
- Assist in the development of grant requests and applications, and the completion of reports required by funding sources.
- Serve as back-up Fiscal Officer to other departments within the Human Services Division, as needed.
- Perform other duties as may be required by the Human Services Executive Director or Assistant Director.

ESSENTIAL PHYSICAL AND MENTAL JOB REQUIREMENTS

Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

1. Following Directions

- ☒ Full Understanding of Both Written and Verbal Instructions Required
- ☐ Understanding of Verbal Instructions Only Required
- ☐ Understanding of Written Instructions Only Required

2. Communication - English

- ☒ Excellent Verbal Communication Skills Necessary
- ☐ Basic Verbal Communication Skills Necessary
- ☐ Limited or No Verbal Communication Skills Necessary

3. Functional Reading - English

- ☒ Fluent Reading
- ☐ Recognition of Signs/Symbols
- ☐ Simple Reading
- ☐ No Reading Skills Required

4. Hearing

- ☒ Ability to Hear Required
- ☐ Limited Hearing
- ☐ Hearing Not Required

5. Seeing

- ☒ 20/20 Vision with Corrective Eyewear
- ☐ Limited Vision
- ☐ Vision Not Required

6. Functional Math

- ☒ Complex Computational Skills (Accounting and Financial Skills)
- ☐ Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
- ☐ Simple Counting Skills
- ☐ No Mathematical Skills Needed

7. Time

- ☒ Must Tell Time to the Minute
- ☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. Orientation (Familiarity with Surroundings)

- ☒ Several Blocks From Building
- ☐ Building Only
- ☐ Work Area
- ☐ Room Only

9. Mobility Skills

- ☐ Mobility Within the Building
- ☐ Mobility Within a Four-Block Radius
- ☒ Driving Required

10. Sitting

- ☒ 75% - 100%
- ☐ 50% - 75%
- ☐ 25% - 50%
- ☐ Less than 25%

11. Standing

- ☐ 75% - 100%
- ☐ 50% - 75%
- ☐ 25% - 50%
- ☒ Less than 25%

12. Bending

- ☒ Knees and Waist
- ☐ Waist Only
- ☐ Knees Only
- ☐ No Bending Required

13. Lifting

- ☐ Greater than 30 lbs.
- ☒ 10 - 30 lbs.
- ☐ Less than 10 lbs.
- ☐ No Lifting Required

14. Reaching

- ☐ Greater than 6 Feet
- ☒ 2 - 6 Feet
- ☐ Less than 2 Feet
- ☐ Reaching Required

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities and duties required of the job incumbents.